

References

HUMAN PERFORMANCE TECHNOLOGY (HPT)

- Gilbert, T. F. Human Competence: Engineering Worthy Performance. New York: McGraw-Hill, 1978.
- Harless, J.H. An Ounce of Analysis is Worth a Pound of Objectives. Georgia: Harless Performance Guild, 1975.
- Loy, James, VADM. The Coast Guard's Initiative to Integrate Human Performance Technology into Their Business Plan. Maryland: Keynote address to ISPI Potomac Chapter, 1998.

A SYSTEMS APPROACH TO TRAINING

- Coast Guard "Six Pack" reference guide to Instructional Systems Design.
- COMDTINST 1500 series.
- "Designing Instructional Systems" by Michael Molends, James A. Pershing, and Charles M. Rigeluth, all Instructional Systems faculty at Indiana University. The ASTD Training and Development Handbook, A Guide to Human Resource Development, Fourth Ed., Robert L. Craig, Editor in Chief, McGraw-Hill, New York, 1996.
- Gagne, Robert M. and Medsker, Karen L. The Conditions of Learning Training Applications. New York: Harcourt Brace College Publishers, 1996.
- Smith, Patricia L. and Ragan, Tillman J. Instructional Design. New Jersey: Prentice-Hall, Inc., 1993.

ANALYSIS PHASE

- Coast Guard Aviation Workforce Structure Study Final Report.
- Coast Guard Cultural Work Force Study Report: Washington, D.C.
- Coast Guard Joint Rating Review Final Report, 1998.
- Coast Guard Reserve Training Center, Yorktown, Marine Safety Branch SOP Volume 3. Virginia: 1993.
- Coast Guard Training Center Petaluma's Course Designer Course.
- Coast Guard Training Infrastructure Study Group Final Report. Washington, D.C.
- COMDTINST 1550.23, Training Evaluation Policy, dated 21 July 1998.

- COMDTINST 1554.1: Development and Management of Interactive Courseware (ICW) for Coast Guard Training and Appendix A: ICW Standards and Styles Guide, 1999.
- Elliott, Paul and Harless J. H. Accomplishment Based Curriculum Development System. Maryland: Harless Performance Guild and Human Performance Technologies, 1992.
- Elliott, Paul and Harless, J.H. Job Aids Workshop. Georgia: Harless Performance Guild and Human Performance Technologies, 1980, 1995.
- Gilbert, T. F. Human Competence: Engineering Worthy Performance. New York: McGraw-Hill, 1978.
- Harless, J. H. An Ounce of Analysis is Worth a Pound of Objectives. Georgia: Harless Performance Guild, 1975.
- Harmon, F.C., CWO4. Task Inventory Construction for Occupational Analysis: Possible Cost Savings by Using Alternative Methods. Washington, D.C.: Report by Coast Guard Occupational Analysis Team, 1996.
- Heggors, Arn, CAPT; Coleman, Peyton, CDR; Folsom, Al, LCDR; and Merrick, Gary, LCDR. Using Human Performance Technology to Improve Performance in 10 ICS Positions. Virginia: Presentation at International Oil Spill Conference, 1999.
- "How to Conduct a Needs Assessment When You Think You Don't Have Time." *Training*, March, 1998.
- Info-Line: Basic Instructional Systems Development. Virginia: American Society for Training and Development, 1997.
- Info-Line: Be a Better Job Analyst. Virginia: American Society for Training and Development, 1989.
- Info-Line: Be a Better Task Analyst. Virginia: American Society for Training and Development, 1985.
- Info-Line: Conducting Mini Needs Assessment. Virginia: American Society for Training and Development, 1996.
- Info-Line: How to Conduct a Cost Benefit Analysis. Virginia: American Society for Training and Development, 1997.
- Info-Line: How to Produce Great Job Aids. Virginia: American Society for Training and Development, 1989.
- Kirkpatrick, Donald L. Evaluating Training Programs, The Four Levels. California: Berrett-Koehler Publishers, 1994.

- MK "A" School Resource Change Proposal & Instructional Plan
- Mager, Robert F. What Every Manager Should Know About Training. California: Lake Publishing Company, 1992.
- Occupational Analysis Team (HQ) Website: <http://www.uscg.mil/hq/g-w/g-wt/g-wtt-1/oasite/index.htm>
- Performance Technology Center's Cost Benefit Analysis Model.
- Research & Development Center Cost Benefit Analysis model found on Coast Guard Standard Workstation in Excel application.
- Rossett, Allison. First Things Fast. California: Jossey-Bass, 1999.
- Rossett, Allison: Web sites for San Diego State University:
<http://edweb.sdsu.edu/course/EDTEC540/syllabus/Buffy/index.html>
http://edweb.sdsu.edu/courses/EDTEC540/syllabus/Buffy/analysis_rubric.html
- Watson, Gregory H. Strategic Benchmarking: How to Rate Your Company's Performance Against the World's Best New York: John Wiley and Sons, Inc., 1993.

DESIGN PHASE

- BlueSky website.
- Coast Guard Reserve Training Center, Yorktown, Marine Safety Branch SOP Volumes 1-3. Virginia: 1993.
- Coast Guard Reserve Training Center, Yorktown, Nonresident Training Development Manual. Virginia: 1994.
- Coast Guard "Six Pack" reference guide to Instructional Systems Design.
- Coast Guard Training Center Petaluma's Course Designer Course.
- COMDTINST 1550.23, Training Evaluation Policy, dated 21 July 1998.
- COMDTINST 1554.1: Development and Management of Interactive Courseware (ICW) for Coast Guard Training and Appendix A: ICW Standards and Styles Guide, 1999.
- Dick, Walter and Carey, Lou. The Systematic Design of Instruction. Florida: Harper Collins Publishers, 1990.
- EPSS.com website.

- Elliott, Paul and Harless J. H. Accomplishment Based Curriculum Development System. Maryland: Harless Performance Guild and Human Performance Technologies, 1992.
- Gagne, Robert M. and. Medsker, Karen L. The Conditions of Learning Training Applications. New York: Harcourt Brace College Publishers, 1996.
- Galagan, Patricia A. “Performance Support Systems: A Conversation with Gloria Gery”, *Technical & Skills Training*, (This article is adapted from Training & Development, Vol 48, No. 3, March 1994).
- Harless, J.H. Job Aids Workshop. Georgia: Harless Human Performance Guild, Inc., 1988.
- “How to Build Powerful Electronic Performance Support Systems – The Latest Tactics and Technologies to Create On-line, Just-In –Time Training and Performance Support”, A Special Report from Lakewood Publications, Minneapolis, MA, Lakewood Books, Publishers Linda Klemstein, Editor: Dave Zielinski, 1997.
- Info-Line: Basic Instructional Systems Development. Virginia: American Society for Training and Development, 1997.
- Info-Line: Be a Better Task Analyst. Virginia: American Society for Training and Development, 1985.
- Info-Line: Course Design and Development. Virginia: American Society for Training and Development, 1989.
- Info-Line: How to Produce Great Job Aids. Virginia: American Society for Training and Development, 1989.
- “Instructional Strategies for Interactive Video Teletraining (IVT), Some Working Examples”. LCDR Richard Arnold, Reserve Training Center, Yorktown.
- Jonassen, David H., Hannum, Wallace H., and Jessmer, Martin. Handbook of Task Analysis Procedures. New York: Praeger Publishers, 1989.
- Kirkpatrick, Donald L. Evaluating Training Programs, The Four Levels. California: Berrett-Koehler Publisher, 1994.
- Knowles, Malcolm. The Adult Learner: A Neglected Species. Texas: Gulf Publishing Co., 1973.
- Nelson, Jeff. Expert OJT Workshop. Virginia: 1988.
- Paul, Lauren G. “American Express: Performance Under Pressure”, *Inside Technology Training*, January 1999, Publisher: Nancy J. Weingarten, Vol. 3, No. 1, 12-16.
- Rossett, Allison and Gautier-Downes, Jeannette. A Handbook of Job Aids. California: Pfeiffer & Company, 1991.

- Smith, Patricia L. and Ragan, Tillman J. Instructional Design. New Jersey: Prentice-Hall, 1993.
- Tilaro, Angie and Rossett, Allison. “Creating Motivating Job Aids” ,*Performance & Instruction*, Oct 1993, pp. 13-20.
- *Training Magazine*, June 1995, “Adult Learning What Do We Know For Sure?”, by Ron and Susan Zemke, Vol. 32, No. 6.
- *Training Magazine*, June 1998, “Wake Up! (And Reclaim Instructional Design)”, Ron Zemke’s interview with M. David Merrill.

DEVELOPMENT PHASE

- BlueSky website.
- Choosing and Using Media and Methods, published by Lakewood Books, Minneapolis, MN, 1990, edited by Beverly Geber from articles published in *Training* magazine.
- Coast Guard Reserve Training Center, Yorktown, Nonresident Training Development Manual. Virginia: 1994.
- Coast Guard Training Center Petaluma's Course Designer Course.
- COMDTINST 1554.1: Development and Management of Interactive Courseware (ICW) for Coast Guard Training and Appendix A: ICW Standards and Styles Guide, 1999.
- Dick, Walter and Carey, Lou. The Systemic Design of Instruction. Florida: Harper Collins Publishers, 1990.
- EPSS.com website.
- Filipczak, Bob. "On the Trail of Better Multimedia" in Using Technology-Delivered Training, Lakewood Publications, Inc., 1996, pp. 3-7.
- Fundamentals of Classroom Instruction, Volume One in the Instructor Training Series, General Physics Corp, Columbia, MD, 1983.
- Gagne, Robert M. and Medsker, Karen L. The Conditions of Learning Training Applications. Texas: Harcourt Brace College Publishers, 1996.
- Galagan, Patricia A. “Performance Support Systems: A Conversation with Gloria Gery”, *Technical & Skills Training*, (This article is adapted from *Training & Development*, Vol 48, No. 3, March 1994).
- Goad, Tom W. Delivering Effective Training. California: University Associates, 1982.

- Gordon, Jack. "Infonuggets: The Bite-Sized Future of Corporate Training?", *Training Magazine*, June 1997, pp. 26-33.
- Hall, Brandon. "Unidentified Training Objects", *Inside Training Technology*, January 1999, p. 42.
- Harless, J.H. Job Aids Workshop. Georgia: Harless Human Performance Guild, Inc., 1988.
- "How to Build Powerful Electronic Performance Support Systems – The Latest Tactics and Technologies to Create On-line, Just-In –Time Training and Performance Support”, A Special Report from Lakewood Publications, Minneapolis, MA, Lakewood Books, Publishers Linda Klemstein, Editor: Dave Zielinski, 1997.
- Info-Line: Basic Instructional Systems Development. Virginia: American Society for Training and Development, 1997.
- Info-Line: How to Produce Great Job Aids. Virginia: American Society for Training and Development, 1989.
- Kirkpatrick, Donald L. Evaluating Training Programs, The Four Levels. California: Berrett-Koehler Publishers, 1994.
- Laird, Dugan. Approaches to Training and Development. Massachusetts: Addison-Wesley Publishing Co., 1985.
- Lawson, Tom E. Formative Instructional Product Evaluation Instruments and Strategies. New Jersey: Educational Technology Publishers, 1974.
- Mager, Robert F. Making Instruction Work for Skillbloomers. California: Lake Publishing Company, 1988.
- Nelson, Jeff. Expert OJT Workshop. Virginia: 1988.
- Paul, Lauren G. "American Express: Performance Under Pressure", *Inside Technology Training*, January 1999, Publisher: Nancy J. Weingarten, Vol. 3, No. 1, 12-16.
- Rossett, Allison and Gautier-Downes, Jeannette. A Handbook of Job Aids. Pfeiffer & Company. California, 1991.
- Smith, Patricia L. and Ragan, Tillman J. Instructional Design. New Jersey: Prentice-Hall, Inc., 1993.
- "Ten Evaluation Instruments for Technical Training", by Anne F. Marrelli, *Technical & Skills Training*, July 1993.
- The ASTD Training and Performance Yearbook 1997, containing article called "From Training to Performance: Pre- and Post- Training Activities to Increase Transfer.", by Timm

J. Esque, performance consultant at Intel, editors, Johan A. Woods & James W. Cortada, published by McGraw-Hill Companies, New York, 1997.

- “The Team Approach to Formative Evaluation,” *Technical & Skills Training* (ASTD), April 1993, author: James Heideman.
- Tilaro, Angie and Rossett, Allison. “Creating Motivating Job Aids” ,*Performance & Instruction*, Oct 1993, pp. 13-20.
- Using Video in Training and Education, Ashly Pinnington, the McGraw-Hill Training Series, series editor: Roger Bennett, London, 1991.

IMPLEMENTATION PHASE

- Coast Guard Training 2000 Study Report: Washington, DC.
- Coast Guard Training Center Petaluma's Course Designer Course.
- Coast Guard Training Infrastructure Study Group Final Report: Washington, DC.
- COMDTINST 1550.23, Training Evaluation Policy, dated 21 July 1998.
- Curriculum Outline for Instructor Development Course (IDC).
- Dick, Walter and Carey, Lou. The Systemic Design of Instruction. Florida: Harper Collins Publishers, 1990.
- Dugan, Laird. Approaches to Training and Development Massachusetts: Addison-Wesley Publishing Company, 1985.
- Fundamentals of Classroom Instruction - Volume One in the Instructor Training Series. General Physics Corp., Columbia, MD, 1983.
- “Important and Meaningful Distinctions Between Qualification and Certification”, by H. J. Lapp, *Performance & Instruction*, Oct 1992, pp. 3-8.
- Info-Line: Basic Instructional Systems Development. Virginia: American Society for Training and Development, 1997.
- International Board of Standards for Training, Performance and Instruction, printed by IBSTPI for instructional design in 1986, for instructors in 1986, and for training managers in 1990.
- Mager, Robert F. Making Instruction Work for Skillbloomers. California: Lake Publishing Company, 1988.
- RTCINST 1550.4, subj: Instructor Development and Qualification Program, dated Apr 12, 1994.

- Smith, Patricia L. and Ragan, Tillman J. Instructional Design. New Jersey: Prentice-Hall, Inc., 1993.
- The ASTD & Development Handbook, 4th Ed, Robert L. Craig, Editor in Chief, McGraw-Hill Companies, NY, 1996.

EVALUATION PHASE

- COMDTINST 1500 series.
- COMDTINST 1550.23, Training Evaluation Policy, dated 21 July 1998.
- Department of Transportation Training Evaluation Guide.
- Department of Transportation U. S. Coast Guard CGI-6100 (JAN/94).
- Fundamentals of Classroom Instruction - Volume One in the Instructor Training Series. General Physics Corp., Columbia, MD, 1983.
- Kirkpatrick, Donald L. Evaluating Training Programs, The Four Levels. California: Berrett-Koehler Publishers, 1994.
- Letter from Coast Guard Institute, subj: Post Training External Evaluation, dated 20 Oct 97